

## AGENDA BILL APPROVAL FORM

<b>Agenda Subject:</b> Ordinance No. 6255		<b>Date:</b> August 17, 2009
<b>Department:</b> Finance	<b>Attachments:</b> Ordinance 6255	<b>Budget Impact:</b>
<b>Administrative Recommendation:</b>  City Council to approve Ordinance No. 6255		
<b>Background Summary:</b>  Ordinance 6255 authorizes the Mayor and City Clerk to remove Valley Regional Fire Authority from any reference to Auburn City Code 3.04.610 relating to petty cash funds.		
N0817-1 F4.11		
<b>Reviewed by Council &amp; Committees:</b> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Arts Commission  <input type="checkbox"/> Airport  <input type="checkbox"/> Hearing Examiner  <input type="checkbox"/> Human Services  <input type="checkbox"/> Park Board  <input type="checkbox"/> Planning Comm.         </div> <div> <b>COUNCIL COMMITTEES:</b>  <input checked="" type="checkbox"/> Finance  <input type="checkbox"/> Municipal Serv.  <input type="checkbox"/> Planning &amp; CD  <input type="checkbox"/> Public Works  <input type="checkbox"/> Other _____         </div> </div>		<b>Reviewed by Departments &amp; Divisions:</b> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Building  <input type="checkbox"/> Cemetery  <input checked="" type="checkbox"/> Finance  <input type="checkbox"/> Fire  <input type="checkbox"/> Legal  <input type="checkbox"/> Public Works  <input type="checkbox"/> Information Services         </div> <div> <input type="checkbox"/> M&amp;O  <input type="checkbox"/> Mayor  <input type="checkbox"/> Parks  <input type="checkbox"/> Planning  <input type="checkbox"/> Police  <input type="checkbox"/> Human Resources         </div> </div>
<b>Action:</b> Committee Approval: <span style="margin-left: 100px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Council Approval: <span style="margin-left: 100px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> <span style="margin-left: 50px;">Call for Public Hearing ____/____/____</span> Referred to _____ Until ____/____/____ Tabled _____ Until ____/____/____		
<b>Councilmember:</b> Backus		<b>Staff:</b> Coleman
<b>Meeting Date:</b> August 17, 2009		<b>Item Number:</b> VIII.A.3

**ORDINANCE NO. 6 2 5 5**

**AN ORDINANCE OF THE CITY COUNCIL  
OF THE CITY OF AUBURN, WASHINGTON,  
AMENDING AUBURN CITY CODE SECTION  
3.04.610 OF THE AUBURN CITY CODE  
RELATING TO PETTY CASH FUNDS**

WHEREAS, the City of Auburn is responsible for maintaining its fund, line items and budget elements in conformity with state law; and

WHEREAS, in order to properly account for funds, particularly those that involve making change in payments for city services or for making small purchases in support of city functions, the City has developed certain identified change funds; and

WHEREAS, in order to better accommodate the needs of the City to provide these services to its citizenry, and to update the change funds needs, it is appropriate to amend the City Code accordingly.

THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, DO  
ORDAIN AS FOLLOWS:

Section 1. Amendment to City Code. Section 3.04.610 of the Auburn City Code is amended to read as follows:

3.04.610 Petty cash and investigation funds created.

The finance director is herewith authorized to establish the following petty cash and special investigation funds throughout the city. Petty cash funds will be used to purchase incidental supplies and other necessary incidental expenses. Special investigation funds will be used for law enforcement and investigation in the police department. The city finance director shall reimburse the funds from time to time for expenses outstanding to make the cash balance equivalent to authorized amount.

Department	Location	Amount
Finance petty cash	25 W. Main St.	\$700.00
City clerk petty cash	25 W. Main St.	\$100.00
Parks – Recreation petty cash	910 9th St.	\$500.00

Parks – Senior center petty cash	808 9th St.	\$ 500.00
Municipal court petty cash	340 E. Main St.	\$100.00
Police petty cash	340 E. Main St.	\$400.00
Police special investigation	340 E. Main St.	\$1,000.00
Police special investigation	340 E. Main St.	\$10,000.00
<del>Fire petty cash</del>	<del>1101 D St. NE</del>	<del>\$250.00</del>
Golf course petty cash	29630 Green River Rd. NE	\$200.00
Cemetery	2020 Mtn. View Rd.	\$100.00
M & O	1305 C St. SW	\$300.00
		<u>\$14,150.00</u>

(Ord. 6250 § 2, 2009; Ord. 6079 § 2, 2007; Ord. 5895 § 2, 2005; Ord. 5742 § 2, 2003.)

Section 2. The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directives of this legislation.

Section 3. This Ordinance shall take effect and be in force five (5) days from and after its passage, approval and publication as provided by law.

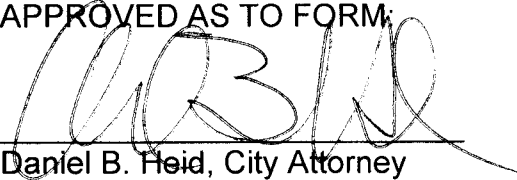
INTRODUCED: \_\_\_\_\_  
 PASSED: \_\_\_\_\_  
 APPROVED: \_\_\_\_\_

\_\_\_\_\_  
 PETER B. LEWIS, MAYOR

ATTEST:

\_\_\_\_\_  
 Danielle E. Daskam, City Clerk

APPROVED AS TO FORM:

  
 Daniel B. Heid, City Attorney

PUBLISHED: \_\_\_\_\_